

Lutsen Township Board Meeting Minutes
July 17, 2018
Lutsen Town Hall

Present: Sharon Hexum-Platzer, Rae Piepho, Andrew Beavers, James Coleman, Matt Kartes, John Groth, Carl Friesner, Christine Ordemann, Ginny Storlie, Krysten Foster, Joan Peterson.

Action items underlined

Call to Order: Meeting called to order by chairperson, Andrew Beavers at 7:00 pm.

Pledge of Allegiance: Flag was presented for the pledge of allegiance.

Approval of Agenda: Motion to approve the agenda was made by A Beavers with addition of Krysten Foster and seconded by C Ordemann. Motion passed

Approval of Monthly Meeting Minutes: Motion to approve June meeting minutes by R Piepho and C Ordemann seconded. Motion passed.

Commissioner's Report (Ginny Storlie)

- Storlie introduced Hwy Engineer, Krysten Foster. Foster provided her background and gave details of the Lutsen Ski Hill Rd bridge project. With some bridge abutment access work and lighting installation left, the hope is to open it in August. The Transportation Alternative Program will be used to answer needs of town roads. Questioned about the county replacing equipment, Foster answer they will create a 2019 budget that better addresses actual needs.
- Storlie reported the application of sodium chloride to roads in the West End which is now completed. With over 300 miles of gravel roads the proposal is to do this every other year since the cost is over \$200k.
- The Two Island culvert will be completed in 2019.
- Restorative Justice Program sponsored by the Law Office & Hicken, is a community program and the focus on younger offenders to help them address problems & solutions early on. Training for this program will be this fall at the Higher Ed location.
- To clarify the WTIP program on the Commissioners' report, Storlie explained that to make it more than a repeat of information, commissioners will provide more details on topics of specific interest.
- To answer questions that cannot be answered at Board meetings, the Committee of the Whole meets the 2nd Tuesday which allows for questions and answers. She also added that there is so much information provided on the county website, the recorded meetings, WTIP, Boreal, and the News Herald and attendance at community functions that she does not understand how more "transparent" the commissioners can be.

Clerk's Report: S Hexum-Platzer

- Correspondence: WTIP request for more info on ball field games, etc.; Early Childhood Coalition - Next Meetings: July 30 at 6:30 and August 27 at 6:30. Goggle doc sent to each supervisor; Cook County Multi-Hazard Mitigation Plan Update: Date: Thursday, July 26, 2018, 2 - 4 pm, Cook County Community Center—supervisors have been notified for multiple attending need to post- one responded; News release: Statement from the Minnesota Department of Revenue regarding South Dakota v. Wayfair United States Supreme Court Decision—on file in office; Minnesota's Lake Superior Coastal Program survey---clerk responded; Pera Newsletter – on file in office; District 10 meeting change notice & ALCCTO Secretary/Treasurer position open; email re attendance at County Fire Chief Meeting and claim – response to be shared; MBFTE request for reimbursement form; Training notification for Local Board of Appeal/Equalization sent to C Ordemann & R Piepho – response –Ordemann will get training; MN IRRB Grant applications -- forwarded to C Ordemann for Downtown Business Group; Boundary Waters Basics: It Starts With a Plan info@visitcookcounty.com via bf04a.hubspotemail.net ; North Shore Health Notice of Filing for 2018 General Election for Hospital District Board – posted; Multi Hazard Mitigation Plan requesting public response – shared with supervisors and is on county website. Contact Valerie Marasco, Director Emergency Management & Public Information, 218-387-5366 or valerie.marasco@co.cook.mn.us; email from Storlie alerting K Foster attendance at meeting.
- Park pump house key duplicated and given to Park watering crew [Storlie]
- Communications – Important Reminder to all township personnel to check emails/texts; texts to clerk's personal cell have to be sent to Township email for records
- IRS July Notice about 1st QTR withholding & form 941 – Cause: withholding in two consecutive quarters was over the \$2500 Solution is that township may have to go to monthly withholding or do so only when it appears this may occur. Clerk will check with MN Association of Townships on if and how this may be accomplished.

Approved

- Invoice from Advance Minnesota dated 6.19 for EMS refresher training not received until 7.16 due to incorrect address. Clerk will note reason for late payment and need for address correction.

Treasurer's Report: Treasurer Groth presented the Treasurer's report. Copies are available for review. He will use these reports for the continued annual meeting in August.

- Balances as of June 30, 2018: business checking account is \$78,827.19, Building fund is \$25,607.70
Lutsen fire/first responders' truck fund is \$192,378.78 **Total funds--** \$296,813.67. Approved 2018 tax levy \$127,325.00
Proposed 2019 Tax Levy is now \$192,195.36. 2018 1st half Taconite Aid was \$7,860.00
A Beavers made motion to accept the Treasurer's Report. C Ordemann seconded. Motion passed.
- Treasurer provided budget status thus far with donations and grant amounts as well along with a cash control statement and receipts register. These are on file in the town office.

Review and Approval of Claims: Supervisors reviewed the invoice claims. Details: 14 claims for \$4772.20. This includes State & Federal withholding amounts. R Piepho made motion to approve claims. C Ordemann seconded. Motion passed. Copies on file in the town office. Supervisors reviewed payroll claims for June: 8 payroll claims for \$1585. A Beavers made the motion to approve payroll claims. C Ordemann seconded. Motion passed. Copies on file in the town office.

Fire Chief's Report: Chief James Coleman:

- 5 calls: 1 fire – called back; 2 vehicle accidents; one return to vehicle accident at Poplar River when RV started on fire. In that accident, the SUV being towed has still not been recovered.
- July 4 fish fry was a success.
- Training at Cathedral of the Pines hall allowed for ladder drilling.
- Caribou Highlands has requested burning the red barn on their property. Chief Coleman said he will have to deny the request due to forest/trees being too close to structure, that structure provides no way to control burn because of interior design and that it provides no benefit for department to learn more which requires the expense of a certified trainer to be on site during the burn.
- Coleman reiterated the need for a new jaws of life – spreader and cutter. This battery operated device will cost \$25K. He has not heard on grant applicants to support purchase. Supervisors acknowledged the need and after discussion including payment options, this will be placed on the Continuation of Annual Meeting agenda for residents to review for possible increase of 2019 budget. At the August regular board meeting a decision may be made.
- Nina Woerheidi sent a thank you to the Relief Association for the scholarship she received from them.

EMS Chief's Report: Chief Matt Kartes:

- 5 calls occurred since the last meeting. Car accidents, 1 medical, 1 camper fire.
- EMS monthly meeting was on splint application refresher.

Supervisor Reports:

Andrew Beavers:

- Completed his report of township news on WTIP
- Collaborated with a resident on the need for painting parking lines.
- Clerk added that both the Park and the Ball Field outhouses have been pumped.
- Town Park: Discussed the need/wisdom for placing a GFI electric outlet on pump house. Discussion to be continued

Rae Piepho:

Building & Grounds:

- Additional "No Parking" signs are installed. Piepho will install last one on the building next to the small hall door.
- Safe Haven signs have been reinstalled. She asked about their purpose and J Groth explained that this is a requirement of Fire departments. Since this is an unmanned station, the sign indicates to call 911.
- Tables were used by Lutsen Church for the Rummage Sale and have been moved back to the storage shed.
- She will attend ARDC [Arrowhead Regional Development Council] meeting July 19 in Ely with Storlie.

Christine Ordemann:

- Reported that Bill Lane will send Town Center Plan to Township. Ordemann will request again since Clerk has not received this cd.

Approved

- Shared her role in Star Grant application – she received information from ARDC’s Barb Caskey but advised by the Clerk not to submit without official board/supervisor motion to approve Lutsen Township as applicant, she backed off. Deadline needed to be met and process is underway to check on Statute support for this expenditure. She has contacted Attorney Steve Fenske at MN Association of Townships [MAT] who indicated the requesting entity should supply the statute information. ARDC has not responded regarding the statute nor has MAT. She will continue to get the information. Discussion included using the township attorney, Hartnett to ascertain the appropriate/possible MN Statute.
- Due to July celebrations, the Lutsen Downtown Business Group did not meet.

Old Business:

- Ballfield updates: C Friesner reported the continued grading and maintenance of the field. He will install the home plate and pitcher’s rubber this coming Sunday. He has created a Facebook page for Lutsen Ballfield to communicate when different games are occurring: ***Kickball pick up game every other Monday at 6:30; Thursdays at 6:30 pick up softball; T ball [Little League] is Saturday at 3:30.*** Piepho thanked Friesner, Kartes and all who have continued working on this project.
- Grant Application for Design of Gitchee Gammi Bike Trail into Lutsen with Lutsen Township as applicant: On 7.16 Lutsen Township received an email congratulating the township on the award of the Coastal Star grant. Response to this acceptance is required by 7.30. After discussion of what is required for expenditure of funds, A Beavers motioned to accept the awarded MLSCP Star Application Grant with the stipulation that this acceptance is dependent on finding the MN Statute supporting the expenditure of township public funds for the named design purpose. R Piepho seconded. Motion passed. C Ordemann is checking for appropriate State Statutes to allow for expenditure of public funds on a design plan for property not owned by the Township. This step is necessary.
- Lutsen Township Handbook of Operations [Policies & Procedures] – reviewed with supervisors -- Next steps and items to include is underway. R Piepho shared her document of supervisor role and general supervisor expectations for the handbook. Items to be updated or included were suggested by A Beavers and C Ordemann have begun. Beavers said he would have his role/responsibility document in before the next meeting. Other items will include that the use of tables/chairs is handled by the Building & Grounds Supervisor [Piepho] and that only tables/chairs from the storage shed are available for use by others; Dumpster use is only for township use and only the Fire Chief, EMS Chief, maintenance worker and clerk have access to the dumpster. Once filled the orange cone is placed on top to alert Nelson for pick up. This will be placed in policies & procedures handbook. In the Resolutions Handbook, only those items that directly impact new or changed township business will be included. [E.G. Annexation of Deeryard to township and reestablishing Lutsen Township as the Local Board of Appeal & Equalization – not the monthly donations resolution which appears in the Minutes, the monthly file, and in receipts for documentation.] Clerk will update and share updated handbook.
- Painting of Fire/EMS door on back of old hall – S Duclos finished the painting and said a kick plate will be installed. No invoice has been submitted as of this date.

New Business:

- Garbage etc from Lutsen 99er—no access for Nelson to empty dumpster because of trailer parking. Aid stations should not dump trash here and the unloading of all trash created plastics and other recycled materials to be left. Chief Coleman sent address for where to send invoice for the additional cost of removal. Clerk will create and send this invoice. Pictures of the problem were shared with Board and are on file in the town office. Once notified [6.25] Beavers came to remove the unused boxes of water. The parking of the aid station trailers was discussed for future decisions. Nelson removed all dumpster and additional trash on special

Donations: A Beavers motioned to approve the resolution to accept the Cook County donation to Lutsen Fire Dept for burning the home next to Arrowhead Electric. C Ordemann seconded. Motion passed. Document is on file in Town office.

Citizen Comments:

S Hexum-Platzer added that supervisors Beavers and Ordemann were not correct in believing she did not support the bike trail plan. She stated that she support it and just wants the supervisors to make decisions based on MN State Statute requiring the expenditure of public funds and to follow the required process.

Adjournment: Motion to adjourn made by R Piepho and seconded by C Ordemann. Motion passed and meeting was adjourned at 8:58 p.m.

Respectfully Submitted, Sharon Hexum-Platzer, Clerk _____ Chairperson